

# FINELINE

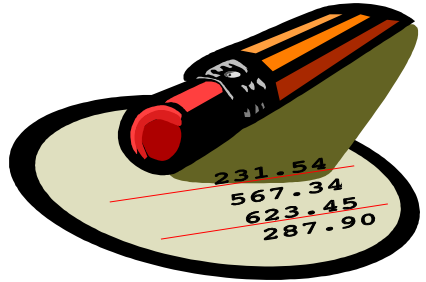
**October 2005***A Division of Finance monthly communication service*

## Finance Releases FY 2005 Preliminary Surplus Numbers

The Division of Finance has released the FY 2005 General Fund and Uniform School Fund surplus numbers. The figures show that the General Fund had a surplus of \$24.7 million, and the Uniform School Fund had a surplus of \$80.1 million. These preliminary numbers are subject to change as the fiscal year 2005 closing process is finalized and the audit is completed.

### Sales Tax Boosts Free Revenues

The General Fund surplus is reported as a net amount, after covering appropriations of \$74.6 million for FY 2006, transferring approximately \$32 million to the Rainy Day Fund, and setting aside \$3.3 million for the Industrial Assistance Fund. In addition, \$4 million was designated to cover additional FY 2006 appropriations for tourism funding. General Fund free revenues were \$62.5 million above estimates. The largest positive variance was in sales tax, which was \$44.5 million greater than projected. Oil, gas, and mining severance taxes were \$14.4 million greater than expected. Agencies lapsed \$2.1 million to the General Fund. In addition, agencies carried \$113.6 million in non-lapsing funds and lapsed \$17.4 million to restricted funds or accounts. There was no overspending of budgets in the General Fund except for a \$128 thousand deficit in the Juror and Witness Fees line item, which is authorized to overspend its budget.



### Individual Income Taxes Exceed Projections

The Uniform School Fund surplus of \$80.1 million is reported as a net figure, after covering \$43.1 million in appropriations for FY 2006 and transferring approximately \$26.7 million to the Education Rainy Day Fund (Education Budget Reserve). The surplus resulted mainly from individual income taxes coming in \$104 million greater than projected. Corporate income taxes were \$8.2 million greater than expected. The Uniform School Fund carried \$41.3 million in non-lapsing funds.

The Transportation Fund ended the year with a \$115.7 million surplus, and the Centennial Highway Fund ended the year with \$182.1 million that will be used for planned projects. The Department of Transportation had \$2.3 million in non-lapsing funds and lapsed \$2.7 million to the Transportation Fund.

### Thanks to the Agencies

We appreciate the dedication of all the agencies in completing the closing process accurately and within the established time lines. If you have any feedback or suggestions for improving the closing process, please forward them to Marcie Handy, [mhandy@utah.gov](mailto:mhandy@utah.gov) or 801-538-1678. A portable document format (PDF) version of the FY 2005 preliminary information is available on the Web at [www.finance.utah.gov/reports/05financialhighlights.htm](http://www.finance.utah.gov/reports/05financialhighlights.htm). ❖

This month's status report on the FINET upgrade will focus on three areas of the project—vendor data conversion, invoice and statement design and development, and system performance.

### Vendor Data

This past month in our Accounts Payable meetings we've been struggling with the process of converting the vendors in FINET. After more than 10 years, the Vendor table has become a collection of over 60,000 records containing a variety of ways to capture addresses. Without going into detail, converting vendor addresses has become a major issue for the project. Our primary goals in this area are a Vendor file that can be easily searched, and a file containing clean and accurate data (no unnecessary information or unnecessary vendors). We're still considering our options, but we're confident that we'll successfully reach these two goals and provide a greatly improved Vendor table on July 3.



### Invoice and Statement Design and Development

We also continue to make progress on the design and development of the printed Receivable forms that will be generated by the system. The design of invoices is almost complete, and when the development is finished, each agency will be able to generate a printed invoice complete with their own custom header. The same holds true for statements. In the near future, Gary Morris and Cynthia Heyman will be contacting many of you to begin your design process. There are certain limitations, but the new invoices will look much more professional than the current invoices.

### System Performance

All of the hard work we are doing on this project will be lost if we don't have the hardware and infrastructure to make it work properly. On July 3 and thereafter, when you request an action in the system—approving, processing or viewing a document—the system must reply to your request quickly. We will all be in trouble if, after we go live, we have to “twiddle our thumbs” and “wait too long” for the system to report back to us. While we can't promise that the system will be swift in its response, we are making every effort to ensure that the hardware we've purchased is capable of meeting our needs.

Several months ago we asked CGI-AMS to look at our current system and its transaction volume and propose the hardware we should purchase. After their recommendation, we did some homework of our own and purchased beyond their recommendation. With the new hardware in place, we've gathered more recent FINET data and have asked CGI-AMS to present an updated analysis. In addition, the project requires that we work with ITS/DTS to make them aware of our requirements and concerns and to receive a similar recommendation from them.

### Looking Ahead

Our next milestones are the start of Quality Assurance testing, set to begin October 17, and the release of Navigation training sometime in October. Keep an eye on the *Learning Center* of the FINET Upgrade Implementation Web site for training release information (<http://efinance.utah.gov/advfin>). ❖

## John Reidhead Is the New Director of Finance

Congratulations to John Reidhead, who is the new Director of Finance. After four months as acting director, he assumes the job with more than 20 years experience in governmental accounting and finance.

John has worked in the Division of Finance since 2001, serving as both Assistant Director and Assistant Comptroller. In addition, he worked in the State Auditor's Office for 17 years, including 12 years as Audit Director. John has been a licensed CPA since 1986.

John says he is excited to be able to continue working with agency accountants. He will soon be interviewing candidates for the Assistant Director of Finance position that closed September 23. ❖



## Policy Update Will Be Available October 3

The October 2005 release of updated *State of Utah Accounting Policies and Procedures* will be available by October 3. You can access new and revised policies at [www.finance.utah.gov](http://www.finance.utah.gov). Click on the *Publications* button on the left, and then click on *Accounting Policies and Procedures*.

Among changes to the electronic manual is a new policy, FIACCT 11-21.00, which describes how pre-2006 sick and converted sick leave balances can be used for paid absences beginning January 1, 2006.

Revisions to FIACCT 11-17.00 detail approval documentation for time entered and verified in Employee Self Service.

Policies for Petty Cash, Cash Change, and Travel Advance funds now specify unacceptable uses for these funds (FIACCT 05-23.01, 05-23.02, 05-23.03). ❖



## Frequently Asked Question from FINET Help Desk

Our agency receives reports such as the AD01 (Warrant Register) on our printer. This report prints in portrait orientation, but it would be better if it printed in landscape. How can we get that changed?

Printers that have been defined as main-frame printers may be defined twice—once as portrait, and once as landscape.

To request a new printer definition, call the FINET Help Desk at 801-538-9690. Be prepared to supply your current printer ID and the printer's IP address. If you don't know this information, ask your agency LAN administrator.

We will forward your request to ITS, and they will set up a second printer ID to the same printer so you will have one ID for portrait and one for landscape. Once that has been set up, we will send your report to the new printer ID to test it. If it works correctly, we will make the change permanent for that report, and your future AD01 reports will print with the proper orientation. ❖



### FINET Schedule

- Oct. 7 FINET open; September monthend  
Oct. 10 FINET closed; Columbus Day holiday  
Oct. 11 FINET open; Tuesday cycle



### Payroll Training

Computer-based training on the Payroll System is available on the Division of Finance Web site at [www.finance.utah.gov/training/courses.htm](http://www.finance.utah.gov/training/courses.htm).

*Click on the course names below to view the course descriptions or to access the on-line courses.*

### FINET Classroom Training

- Oct. 11 [Internal Transactions Lab](#); 8:30 – 11:30 a.m.  
Oct. 11 [Fixed Assets Lab](#); 1 – 4 p.m.  
Oct. 12 [Purchasing Lab](#); 8:30 – 11:30 a.m.  
Oct. 12 [Disbursing Lab](#); 1 – 4 p.m.



### FINET On-Line Courses

[FINET System Navigation](#), [FINET Overview](#), [Employee Reimbursements](#), [Purchasing and Disbursing](#), [Cost Accounting](#), [Grant Accounting](#), [Revenues and Receivables](#), [Internal Transactions](#), and [Fixed Assets](#)

### Call to Add Your Name to Waiting List for These Classes

[Budget Control](#), [Grant Accounting Lab](#), [Project Accounting](#), [FINET Inventory](#), and [On-line Inquiries](#)

### FINET Help Desk

Call 801-538-9690 to resolve immediate questions about using FINET.

### Reservations

To reserve your spot in any class offered this month or to add your name to our waiting list for classes not offered this month, call 801-538-3082. We will notify you when the class is scheduled. If you make reservations and cannot attend, please notify us as soon as possible so we can make your spot available to someone else.



*Persons with disabilities requiring accommodation should call 801-538-3082 a week before the class to request reasonable accommodation.*

Read descriptions of all our courses and link to on-line courses at:  
[www.finance.utah.gov/training/courses.htm](http://www.finance.utah.gov/training/courses.htm).